

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** 1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Ramos		
FIRST NAME	Ma. Nena	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Quinlog		
3. DATE OF BIRTH (mm/dd/yyyy)	07/07/1964	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Poblacion Alicia, Bohol	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1313 Zone 1 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	50.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	1313 Zone 1 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	None
13. SSS NO.	0609637308	20. MOBILE NO.	9261731077
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	ma.nena.ramos@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00442		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Alicia Central Elementary School	Elementary	1971	1971		1971	N/A
SECONDARY	Alicia Barangay High School	High School	1971	1981		1981	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Elementary Education	1981	1985		1985	N/A
GRADUATE STUDIES	University of San Carlos	Master of Education in Early Childhood	2006	2008		2008	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
-----------	--	------	------------

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023		Associate Professor II	Visayas State University	59,030.00	20-3	Permanent	Y
01/01/2023		Associate Professor II	Visayas State University	58,181.00	20-2	Permanent	Y
01/01/2022		Associate Professor II	Visayas State University	56,633.00	20-2	Permanent	Y
01/01/2022		Associate Professor II	Visayas State University	56,633.00	20-2	Permanent	Y
01/01/2021		Associate Professor II	Visayas State University	55,085.00	20-2	Permanent	Y
01/01/2020		Associate Professor II	Visayas State University	53,537.00	20-2	Permanent	Y
01/01/2020		Associate Professor II	Visayas State University	52,703.00	20-1	Permanent	Y
01/01/2019		Associate Professor II	Visayas State University	51,155.00	20-1	Permanent	Y
01/01/2018	12/31/2018	Associate Professor II	Visayas State University	47,037.00	20-1	Permanent	Y
01/01/2017	12/31/2017	Associate Professor II	Visayas State University	43,250.00	20-1	Permanent	Y
01/01/2017		Associate Professor I	Visayas State University	39,151.00	19-1	Permanent	Y
01/01/2016	12/31/2016	Associate Professor I	Visayas State University	36,409.00	19-1	Permanent	Y
01/01/2015	12/31/2015	Associate Professor I	Visayas State University	33,859.00	-	Permanent	Y
10/01/2012	12/31/2014	Assistant Professor III	Visayas State University	29,348.00	-	Permanent	Y
06/01/2012	09/30/2012	Assistant Professor III	Visayas State University	29,028.00	-	Permanent	Y
06/01/2011	05/31/2012	Assistant Professor III	Visayas State University	26,292.00	-	Permanent	Y
06/24/2010	05/31/2011	Assistant Professor III	Visayas State University	23,555.00	-	Permanent	Y
10/01/2009	06/23/2010	Assistant Professor III	Visayas State University	20,819.00	-	Permanent	Y
07/01/2009	09/30/2009	Assistant Professor I	Visayas State University	18,661.00	-	Permanent	Y
02/01/2009	06/30/2009	Assistant Professor I	Visayas State University	16,093.00	-	Permanent	Y
07/01/2008	01/31/2009	Assistant Professor I	Visayas State University	16,093.00	-	Temporary	Y
07/01/2007	06/30/2008	Assistant Professor I	Visayas State University	14,630.00	-	Temporary	Y
12/01/2005	06/30/2007	Assistant Professor I	Leyte State University	13,300.00	-	Temporary	Y
12/01/2001	11/30/2005	Instructor II	Leyte State University	11,837.00	-	Temporary	Y
07/01/2001	11/30/2001	Instructor I	Visayas College of Agriculture	11,167.00	-	Temporary	Y
01/01/2000	06/30/2001	Instructor I	Visayas College of Agriculture	10,635.00	-	Temporary	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
-----------	--	------	------------

V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	11/01/1997	12/31/1999	Instructor I	Visayas College of Agriculture	9,668.00	-	Temporary	Y
	01/01/1997	10/31/1997	Instructor I	Visayas College of Agriculture	8,118.00	-	Temporary	Y
	01/01/1996	12/31/1996	Instructor I	Visayas College of Agriculture	6,568.00	-	Temporary	Y
	01/01/1995	12/31/1995	Instructor I	Visayas College of Agriculture	5,240.00	-	Temporary	Y
	01/01/1994	12/31/1994	Instructor I	Visayas College of Agriculture	4,240.00	-	Temporary	Y
	07/01/1989	12/31/1993	Instructor I	Visayas College of Agriculture	3,576.00	-	Temporary	Y
	07/01/1989		Instructor I	Visayas College of Agriculture	3,540.00	-	Temporary	Y
	01/01/1989	06/30/1989	Instructor II	Visayas College of Agriculture	2,519.00	-	Temporary	Y
	01/01/1988	12/31/1988	Instructor	Visayas College of Agriculture	2,396.00	-	Temporary	Y
	06/19/1987	12/31/1987	Instructor	Visayas College of Agriculture	2,178.10	-	Temporary	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		02/10/2024	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/10/2024
------------------	--	-------------	------------

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?			☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____													
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: Date Filed: _____ Status of Case/s: _____													
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			☐ YES☒ NO If YES, give details: _____													
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?			☐ YES☒ NO If YES, give details: _____													
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?			☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☒ NO If YES, give details (country): _____													
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Eusebio R. Lina</td><td>DMP, VSU, Baybay City Leyte</td><td>09293697060</td></tr><tr><td>Manolo B. Loreto</td><td>USSO, VSU, Visca, Baybay Leyte</td><td>09176341432</td></tr><tr><td>Remberto A. Patindol</td><td>Visayas State University, Visca, Baybay Leyte</td><td>09176341454</td></tr></table>					NAME	ADDRESS	TEL. NO.	Eusebio R. Lina	DMP, VSU, Baybay City Leyte	09293697060	Manolo B. Loreto	USSO, VSU, Visca, Baybay Leyte	09176341432	Remberto A. Patindol	Visayas State University, Visca, Baybay Leyte	09176341454
NAME	ADDRESS	TEL. NO.														
Eusebio R. Lina	DMP, VSU, Baybay City Leyte	09293697060														
Manolo B. Loreto	USSO, VSU, Visca, Baybay Leyte	09176341432														
Remberto A. Patindol	Visayas State University, Visca, Baybay Leyte	09176341454														
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.			ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: SSS ID/License/Passport No.: 0609637308 Date/Place of Issuance: 03/14/2005 / Ormoc City		Signature (Sign inside the box) 02/10/2024 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																